

Contract Tracking:

Review Work Accomplished

Objectives

View Work Accomplished
Create a New Work Period
Update Work Accomplished

About Work Accomplished

As work progresses on a contract, an estimate of the quantity of work accomplished should be entered periodically in order to verify that the sampling and testing guideline set forth in the state's Minimum Sampling Guide (MSG) have been followed. On payable line items, the amount of work accomplished is entered via Pay Record and the contractor is compensated accordingly. Occasionally, however, a payable line item does not provide enough detail to verify that the state's minimum sampling guidelines have been met. In these cases, a more granular set of work items is associated with the high level pay item. Work Accomplished must periodically be entered against these work items.


View Work Accomplished

- Step 1:** Log onto HiCAMS, using the instructions in “HiCAMS Getting Started.”
- Step 2:** Select **Contract Tracking** from the **Functions** menu and choose **Review Work Accomplished** from the sub-menu that appears.

The **Review Work Accomplished** window appears:

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Step 3: Enter the contract number to work with using one of these procedures:

- ◆ Type the contract number in the **Contract** field and press Enter.
- ◆ Choose a contract following this procedure:
 - a) Click the book icon to the right of the **Contract** field. 

The **Contract Selection** window appears.



The screenshot shows the 'Contract Selection' window. It has a 'Filter' section at the top with 'Status' set to '(All)' and 'Location' set to 'Resident Engineer - Greensboro(1)'. Below this is a table with columns: Contract, Work Order, TIP Number, Description (nickname), and Contractor. The table lists several contracts, with the first one highlighted. At the bottom are 'OK' and 'Cancel' buttons.

Contract	Work Order	TIP Number	Description (nickname)	Contractor
C103585	8. T491603	I-2201D	WIDENING, GRADING, DRAINAGE, PAVING, SIGN	APAC-CAROLINA, INC., C
C103806	7.4970854		MILLING, RESURFACING, & PAVEMENT MARKING	BLYTHE CONSTRUCTION,
C104211	8.2491403	U-608A	FINE GRADING, PAVING, GRDRAIL, SIGNING, & B	APAC-CAROLINA, INC., C
C104363	5.4921145		MILLING, AST, RESURFACING, SHLDR CONST, &	SLOAN CONSTRUCTION C
C104500	8. T491605	I-2201GR	GUARDRAIL REPLACEMENT. I-40 WEST OF SR-	REYNOLDS FENCE & GUA
C104512	8.1492002	I-2723	SAFETY IMPROVEMENTS. I-85 / I-85 BUS & US-	REYNOLDS FENCE & GUA

Tip: The information in the window is sorted by contract number, in ascending order. To change the sort order or type, click on the corresponding column title.

- b) By default, the contracts displayed in the window are those associated with your office. To select a contract from another location, select it from the list box in the **Location** field.
- c) To display contracts in a particular status, select your choice from the list box in the **Status** field.
- d) Find the contract you want to select from the list in the window, using the scroll bar, if necessary.
- e) Click **OK**.

The most recent, or “current”, work period for the selected contract appears and the contract’s work items are listed.

Row	Line Item	Cont Adj	Work Item	Description	Work Item Quantity	UOM	Previous Quantity	Current Quantity	Quantity to Date
1	1 SA6		1	MOBILIZATION	100.000	LS	0.000		0.000
2	4 SA4		8	ASPH DRAINAGE CO, P-78M	100.000	MTN	0.000		0.000
3	6 SA6		2	UNCLASSIFIED EXCAVATION	100.000	M3	0.000		0.000
4	8 SA7		3	375MM RCP CULV CLASS III	100.000	M	0.000		0.000
5	8 SA7		7	ASP CONC SURF CRS S9.5C LEVEL	100.000	MTN	0.000		0.000
6	14 C2		4	600MM X PIPE PF END SECT	100.000	EA	0.000		0.000
7	18 SA14		5	INCIDENTAL STONE BASE	100.000	MTN	0.000		0.000
8	19 SA16		6	ASPHALT CEMENT PLANT MIX	100.000	MTN	0.000		0.000

Note: If no work periods exist for the contract, the “Create a New Work Period” radio button will be active.

Step 4: To view a previous work period, select the **Previous Work Period** radio button.

A dropdown list of all previous work periods appears.


Step 5: Select the work period you would like to view.

The selected work period appears.

Create a New Work Period

- Step 1:** Log onto HiCAMS, using the instructions in “HiCAMS Getting Started.”
- Step 2:** Select **Contract Tracking** from the **Functions** menu and choose **Review Work Accomplished** from the sub-menu.

The **Review Work Accomplished** window appears:

- Step 3:** Enter the contract number to work with using one of these procedures:
- ◆ Type the contract number in the **Contract** field and press Enter.
 - ◆ Choose a contract following this procedure:
 - a) Click the book icon to the right of the **Contract** field. 

The **Contract Selection** window appears.

Contract	Work Order	TIP Number	Description (nickname)	Contractor
C103585	8.T491803	I-2201D	WIDENING, GRADING, DRAINAGE, PAVING, SIGN	APAC-CAROLINA, INC., C
C103806	7.4970854		MILLING, RESURFACING, & PAVEMENT MARKING	BYTHE CONSTRUCTION,
C104211	8.2491403	U-608A	FINE GRADING, PAVING, GRDRAIL, SIGNING, & B	APAC-CAROLINA, INC., C
C104363	5.4921145		MILLING, AST, RESURFACING, SHLDR CONST, &	SLOAN CONSTRUCTION C
C104500	8.T491805	I-2201GR	GUARDRAIL REPLACEMENT: I-40 WEST OF SR-	REYNOLDS FENCE & GUA
C104512	8.1492002	I-2723	SAFETY IMPROVEMENTS: I-85 / I-85 BUS & US-2	REYNOLDS FENCE & GUA

Tip: The information in the window is sorted by contract number, in ascending order. To change the sort order or type, click on the corresponding column title.

- b) By default, the contracts displayed in the window are those associated with your office. To select a contract from another location, select it from the list box in the **Location** field.
- c) To display contracts in a particular status, select your choice from the list box in the **Status** field.
- d) Find the contract you want to select from the list in the window, using the scroll bar, if necessary.
- e) Click **OK**.

The most recent, or “current”, work period for the selected contract appears and the contract’s work items are listed.

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Review Work Accomplished (C200231)

Contract: C200231 Contractor: REA CONSTRUCTION COMPANY Status: Activated
Description (nickname): I-77 FROM I-85 TO NORTH OF OUTER LOOP

☒ Current Work Period: 12/03/2001 thru 12/31/2004
☐ Previous Work Period:
☐ Create A New Work Period:

Row	Line Item	Cont Adj	Work Item	Description	Work Item Quantity	UOM	Previous Quantity	Current Quantity	Quantity to Date
1	1 SA6		1	MOBILIZATION	100.000	LS	0.000		0.000
2	4 SA4		8	ASPH DRAINAGE CO, P-78M	100.000	MTN	0.000		0.000
3	6 SA6		2	UNCLASSIFIED EXCAVATION	100.000	M3	0.000		0.000
4	8 SA7		3	375MM RCP CULV CLASS III	100.000	M	0.000		0.000
5	8 SA7		7	ASP CONC SURF CRS S9.5C LEVEL	100.000	MTN	0.000		0.000
6	14 C2		4	600MM X PIPE PF END SECT	100.000	EA	0.000		0.000
7	18 SA14		5	INCIDENTAL STONE BASE	100.000	MTN	0.000		0.000
8	19 SA16		6	ASPHALT CEMENT PLANT MIX	100.000	MTN	0.000		0.000

Ready

Step 4: Select the **Create a New Work Period** radio button.

The start date of the work period is filled in by default.

☐ Current Work Period:
☐ Previous Work Period:
☒ Create A New Work Period: 01/01/2005 thru 00/00/0000

Note: If a previous work period exists, the new work period's start date will be one day after the previous work period's end date. If this is the first work period created for the contract, the period's start date will be the contract's work start date.

Step 5: Click in the **thru** field and enter an end date for the new work period.

Note: Work periods do NOT need to coincide with the contract's Estimate periods and do not need to be consistent in length. The length of work periods can vary over the life of the contract at the discretion of the Resident Engineer. One work period may be 45 days in length, the next may be 120, but each must span at least one day.

Step 6: Click in the **Current Quantity** field of a work item and enter the quantity of work accomplished since the last work period.

Note: If no work has been accomplished on a work item since the previous work period, enter 0.000 or leave the **Current Quantity** field blank.

Step 7: Repeat step 6 until all work accomplished quantities have been entered for the period.

Step 8: Click the **Save** icon on the toolbar. 

The new work period is saved.

Field Definitions

Work Item Grid

Row	Line Item	Cont Adj	Work Item	Description	Work Item Quantity	UOM	Previous Quantity	Current Quantity	Quantity to Date
1	1 SA6		1	MOBILIZATION	100.000	LS	0.000		0.000
2	4 SA4		8	ASPH DRAINAGE CO, P-78M	100.000	MTN	0.000		0.000
3	6 SA6		2	UNCLASSIFIED EXCAVATION	100.000	M3	0.000		0.000
4	8 SA7		3	375MM RCP CULV CLASS III	100.000	M	0.000	200.000	200.000
5	8 SA7		7	ASP CONC SURF CRS S9.5C LEVEL	100.000	MTN	0.000		0.000
6	14 C2		4	600MM X PIPE PF END SECT	100.000	EA	0.000		0.000
7	18 SA14		5	INCIDENTAL STONE BASE	100.000	MTN	0.000		0.000
8	19 SA16		6	ASPHALT CEMENT PLANT MIX	100.000	MTN	0.000		0.000

Line Item: Displays the payable line item number.

Cont Adj: Displays the contract adjustment number.

Work Item: Displays the work item number.

Description: Displays the work item description.

Work Item Quantity: Displays the quantity of the work item to be installed or completed upon project completion.

UOM: Displays the work item's unit of measure.

Previous Quantity: Displays the total quantity of work accomplished entered against the Work Item in previous periods.


Current Quantity: Displays the quantity of work accomplished entered for the current period.

Quantity to Date: Displays the sum of the Previous Quantity plus the Current Quantity of work accomplished.

Update Work Accomplished

- Step 1:** Log onto HiCAMS, using the instructions in “HiCAMS Getting Started.”
- Step 2:** Select **Contract Maintenance** from the **Functions** menu and choose **Review Work Items** from the sub-menu that appears.

The **Review Work Items** window appears

- Step 3:** Enter the contract number to work with using one of these procedures:
- ◆ Type the contract number in the **Contract** field and press Enter.
 - ◆ Choose a contract following this procedure:
 - a) Click the book icon to the right of the **Contract** field. 

The **Contract Selection** window appears.

Contract	WBS	TIP Number	Description (nickname)	Contractor
C201456	33263.3.2	B-3808	Henson Creek Bridge with Dane Const.	Dane Construction, Inc.
C201455	32980.3.1	B-3300	NC 88-Buffalo Creek Smethport	James R. Vannoy & Sons
C201437	8CR.10771.3		Richmond/Scotland Resurfacing (2005)	Riley Paving, Inc.
C201436	5CR.20321.3		2005 Durham Resurfacing	Rea Contracting, LLC
C201430	33226.3.1	B-3685	14th Street Bridge	Mountain Creek Contracto
C201425	12CR.10361.2		Gaston Resurfacing 2005	Asphalt Paving of Shelby,

Tip: The information in the window is sorted by contract number, in ascending order. To change the sort order or type, click on the corresponding column title.

- b) By default, the contracts displayed in the window are those associated with your office. To select a contract from another location, select it from the list box in the **Location** field.
- c) To display contracts in a particular status, select your choice from the list box in the **Status** field.
- d) Find the contract you want to select from the list in the window, using the scroll bar, if necessary.
- e) Click **OK**.

The most recent work period for the selected contract appears and the contract's work items and quantities are listed.

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Review Work Accomplished (C200231)

Contract: C200231 Contractor: REA CONSTRUCTION COMPANY Status: Activated

Description (nickname): I-77 FROM I-85 TO NORTH OF OUTER LOOP

Current Work Period: 05/01/2005 thru 05/31/2005

Previous Work Period:

Create A New Work Period:

Row	Line Item	Cont Adj	Work Item	Description	Work Item Quantity	UOM	Previous Quantity	Current Quantity	Quantity to Date
1	1 SA6		1	MOBILIZATION	100.000	LS	49.000	50.000	99.000
2	4 SA4		8	ASPH DRAINAGE CO, P-78M	100.000	MTN	79.000	25.000	104.000
3	6 SA6		2	UNCLASSIFIED EXCAVATION	100.000	M3	54.000	65.000	119.000
4	8 SA7		3	375MM RCP CULV CLASS III	100.000	M	241.500	18.000	259.500
5	8 SA7		7	ASP CONC SURF CRS S9.5C LEVEL	100.000	MTN	98.500	25.500	124.000
6	14 C2		4	600MM X PIPE PF END SECT	100.000	EA	26.750	34.000	60.750
7	18 SA14		5	INCIDENTAL STONE BASE	100.000	MTN	6.800	45.000	51.800
8	19 SA16		6	ASPHALT CEMENT PLANT MIX	100.000	MTN	11.750	62.000	73.750

Ready

If you wish to update quantities for the current work period, skip to Step 6. If you would like to update quantities for a previous work period, continue with Step 4.

Step 4: To update a previous work period, select the **Previous Work Period** radio button.

A dropdown list of all previous work periods appears.

Step 5: Select the work period you would like to update.

The selected work period appears.

Row	Line Item	Cont Adj	Work Item	Description	Work Item Quantity	UOM	Previous Quantity	Current Quantity	Quantity to Date
1	1 SA6		1	MOBILIZATION	100.000	LS	49.000	50.000	99.000
2	4 SA4		8	ASPH DRAINAGE CO, P-78M	100.000	MTN	79.000	25.000	104.000
3	6 SA6		2	UNCLASSIFIED EXCAVATION	100.000	M3	54.000	65.000	119.000
4	8 SA7		3	375MM RCP CULV CLASS III	100.000	M	241.500	18.000	259.500
5	8 SA7		7	ASP CONC SURF CRS S9.5C LEVEL	100.000	MTN	98.500	25.500	124.000
6	14 C2		4	600MM X PIPE PF END SECT	100.000	EA	26.750	34.000	60.750
7	18 SA14		5	INCIDENTAL STONE BASE	100.000	MTN	6.800	45.000	51.800
8	19 SA16		6	ASPHALT CEMENT PLANT MIX	100.000	MTN	11.750	62.000	73.750

Note: The **Previous Quantity**, **Current Quantity**, and **Quantity to Date** columns only display information up to and including the selected work period.

Step 6: Click in the **Current Quantity** field of a work item whose quantity for the period is incorrect.

Note: To set the **Current Quantity** of a work item to 0.000 for the period, you must type a zero (0) in the **Current Quantity** field. Using the Backspace or Delete keys to get rid of an incorrect quantity will not set the quantity to 0.000.

Step 7: Repeat Step 6 until all incorrect quantities have been updated.

Step 8: Click the **Save** icon on the toolbar. 

The new work period is saved.

Note: Changes made to the **Current Quantity** of a previous work period will be reflected in the **Previous Quantity** and **Quantity to Date** columns of subsequent work periods once the changes are saved.